

# KUMKANI MHLONTLO LOCAL MUNICIPALITY

96 LG Mabindla street  
Qumbu  
5180  
Eastern Cape

PO Box 31  
Qumbu  
5180



(047) 553 7000

(047) 553 0189

[www.mhlontloim.gov.za](http://www.mhlontloim.gov.za)

[info@mhlontloim.gov.za](mailto:info@mhlontloim.gov.za)

## EXTERNAL VACANCY DATE: 03 FEBRUARY 2025

The Kumkani Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the municipality.

<b>DEPARTMENT</b>	<b>CORPORATE SERVICES DEPARTMENT</b>
<b>NAME OF THE POST</b>	<b>SENIOR MANAGER CORPORATE SERVICES</b>
<b>POST</b>	Permanent based on government notice number 47370 of 018 October 2022 and notice number 46470 of 17 August 2022.
<b>ALL INCLUSIVE</b>	Minimum R 884 772 MIDPOINT R 994 126 MAXIMUM 1.087.610 per annum Remuneration package will be based on regulation on appointment and conditions of Senior Manager, government notice no 47538 of 18 November 2020
<b>ADVERTISED</b>	<b>DAILY DISPATCH, SUNDAY TIMES AND WEBSITE</b>
<b>MINIMUM REQUIREMENT</b>	<p>Matric/ Grade 12 Certificate.</p> <p>Bachelor's degree in public Administration, Management Sciences/ Law or equivalent</p> <p>Five (5) years Municipal experience at middle management level</p> <p>Have proven successful management experience in Municipal administration.</p> <p>Good knowledge and understanding of institution governance systems and performance management.</p> <p>Good knowledge of corporate support services, including Human capital Management, Legal services, facilities management, information communication Technology and Council support</p> <p>Good knowledge of supply chain management regulations and preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000)</p> <p>Good Governance</p> <p>Labour Relations Act, and other labour-related prescripts</p> <p>Legal background and human capital management and knowledge of coordination</p> <p>And oversight of all specialised support functions</p> <p>NB Candidates who are not possession of the CPMD/MFMP in line with notice 29967 of 15 June 2007 on Municipal Regulations on Minimum of Competency levels will be given an opportunity to obtain such competency within 18 months appointed. Please also note that shortlisted will undergo security vetting including competency assessment, verification of curriculum vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interest.</p>
<b>KEY RESPONSIBILITIES</b>	<p>Strategically direct and manage activities related to Human Resources, Council support, Administration and Information communication Technology services.</p> <p>Direct development of the Human Resource Strategy/ Plan in order to meet strategic objectives of the Municipality.</p> <p>Develop and manage the budget of the department.</p>

Develop and manage implementation of the policies.  
Monitor the implementation of the Work Skill Plan, Human Resource Plan and employment Equity Plan.  
Ensure compliance with relevant labour legislation.  
Ensure efficient records management in terms National Archives and Records Management Act No. 43 of 1996 and other relevant legislation.

**CLOSING DATE : 20 FEBRUARY 2025 @ 12H00**

**ENQUIRIES : THE MANAGER: ACTING SENIOR MANAGER CORPORATE SERVICES: MR. X. MPATAN (047-533 7000) DURING OFFICE HOURS**

*Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the Municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.*

*Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:*

**The Municipal Manager  
Mhlontlo Local Municipality  
P.O. Box 31  
Qumbu, 5180**

**FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT**

**OR**

**Submit your application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;**

**The Senior Manager  
Corporate Services Department  
96 L. G. Mabindla Street  
Qumbu, 5180**

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

**CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.**

**The Municipality reserves the right not to make any appointment to the advertised posts.**

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THE APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**The appointment is made according to the Council conditions of service.**

**Canvassing for this position will lead to disqualification of applications.**

  
.....  
**Mr. L. Ndabeni  
Municipal Manager**

2025/02/03  
.....  
**Date**

***We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-***